



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE ASSISTANT (GENERAL)**

**\$1775 - \$2370**

**LEGAL DIVISION OFFICE**

**SAN FRANCISCO**

**2 POSITIONS**

**RESPONSIBILITIES:** Under general supervision of the Legal Support Supervisor I, the incumbent will be responsible for the Department of Insurance' Central Files. The incumbent will perform a variety of clerical duties which include but are not limited to; track file folders and documents throughout the Department; pull and deliver folders as requested by the legal staff; chronologically file all documents and correspondence folders by class/type. The incumbent will file incoming documents and correspondence; maintain files in orderly fashion; purge confidential documents and destroy records pursuant to Records Retention Schedule Policy. Additionally, the incumbent will forward and retrieve records from the State Records Center in Sacramento pursuant to established Department of Insurance procedures; research and respond to public and Departmental inquiries for Bulletins, Rulings and other DOI regulations written or orally.

### **DESIRABLE QUALIFICATIONS:**

- Candidate should possess the ability to work independently; have good inter-personal and communication skills.
- Dependability, ability to follow directions, initiative, resourcefulness, good judgement, and the ability to work cooperatively with others are essential.
- Working knowledge of the operation of various types of photocopying machines;

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Assistant (General) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Inez Armstrong, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Office Assistant (General) #239-1441-901" on the State application.** For additional information, please call (916) 492-3271.

**FINAL FILING DATE: JUNE 21, 2000 OR UNTIL FILLED**

**NOTE:** Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

6/07/00